

The logo consists of a blue circular icon with a white camera aperture pattern inside, followed by the text "MyPortal360" in a bold, blue, sans-serif font.

MyPortal360

Quick Start User Guide V 0.2





Hello!

You have been invited to join MyPortal360. Please check your details below:

First Name: **Your First Name**

Middle Name:

Last Name: **Your Last Name**

Date of Birth: **Your Date of Birth**

If the Information above is correct, click the green button below to accept this invitation:

Accept this Invite



If your details above are not correct, [click here](#) and someone will be in touch to correct them and send you a new invitation email.

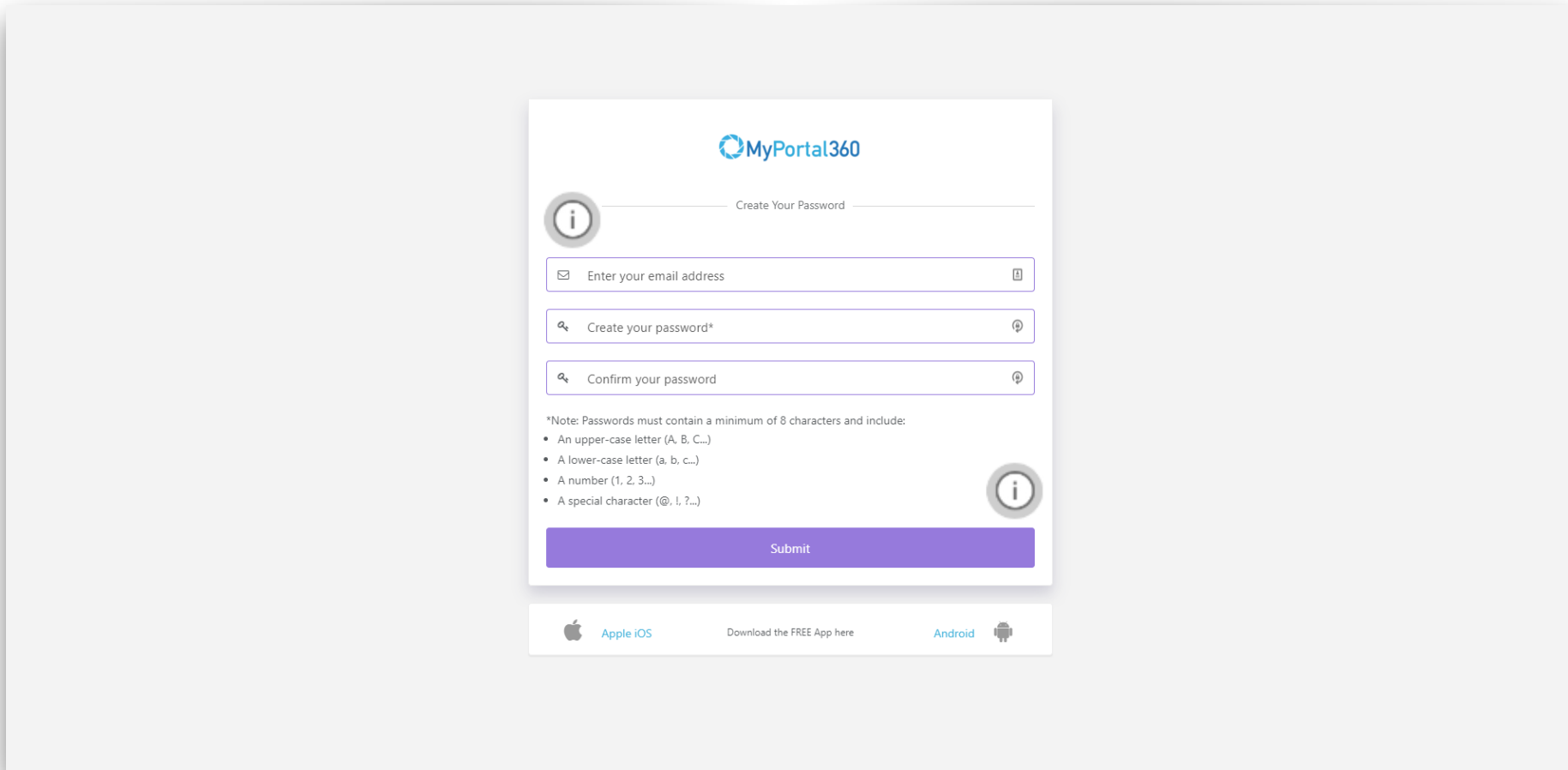
If you do not wish to accept this invitation, [click here](#).

The login page for MyPortal360 is:
<https://myportal-client.ecdesk.org/login>

Regards,
The MyPortal360 Team

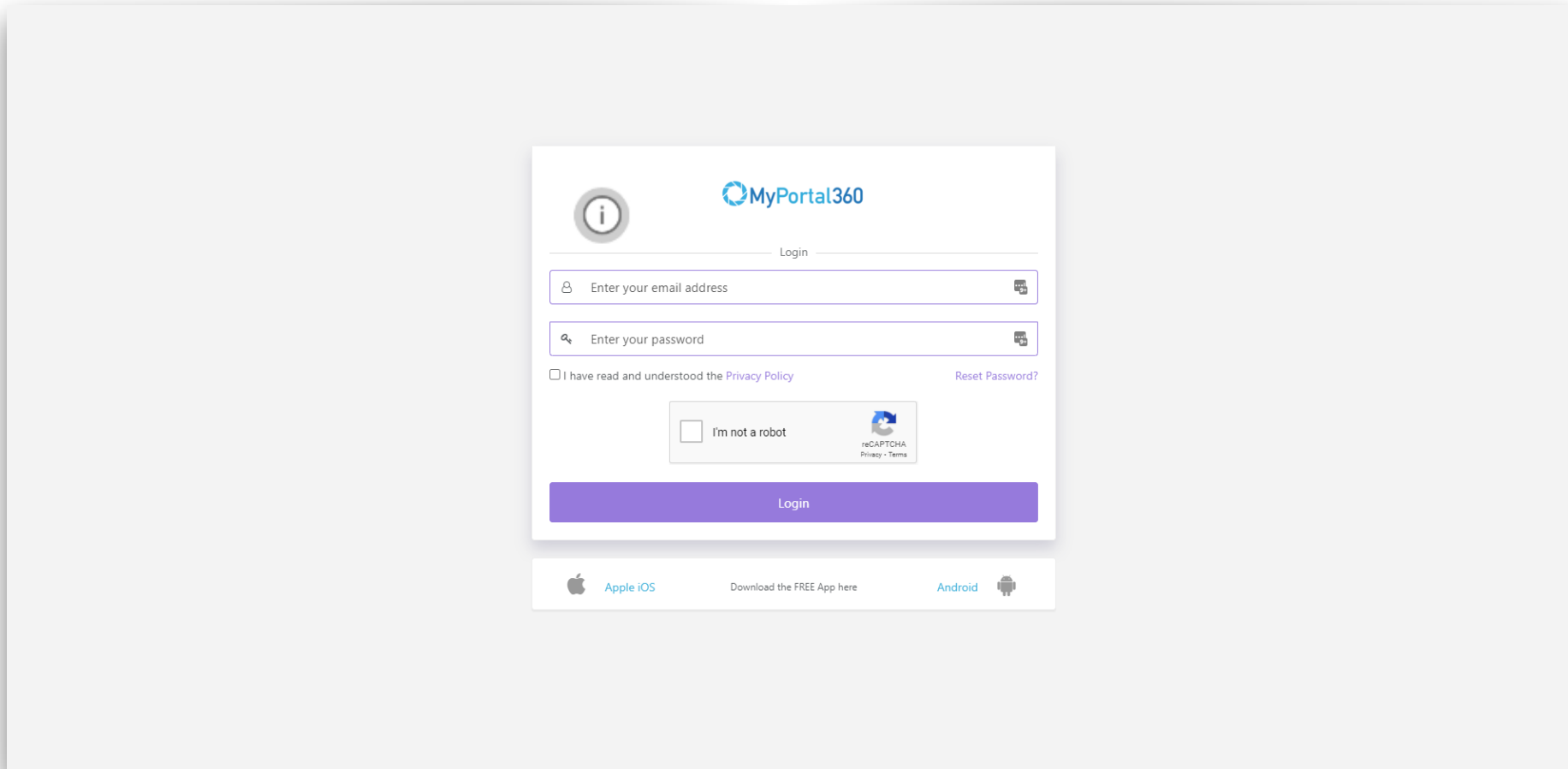
You will be sent an email invite to join MyPortal360. The email will have the subject 'MyPortal360 – System Invite' and will be sent by 'EC Desk' with the email address 'no-reply@ecdesk.org'

The invite will include your first name, last name and date of birth. **Click [Accept this invite] to join MyPortal360**



When you click [Accept this invite], you will be redirected to a new page where **you must create a password**. To do this, **enter your email, then follow the password instructions** to create your password.

Tip: Make sure it's something you can remember as you'll need this to login



Enter your email address and the password you just created, tick that you have read and understood the privacy policy, confirm you are not a robot and **click [Login]**.



MyPortal360 for IOS

Scan the QR code to
download the **FREE**
MyPortal360 app



MyPortal360 for
Android

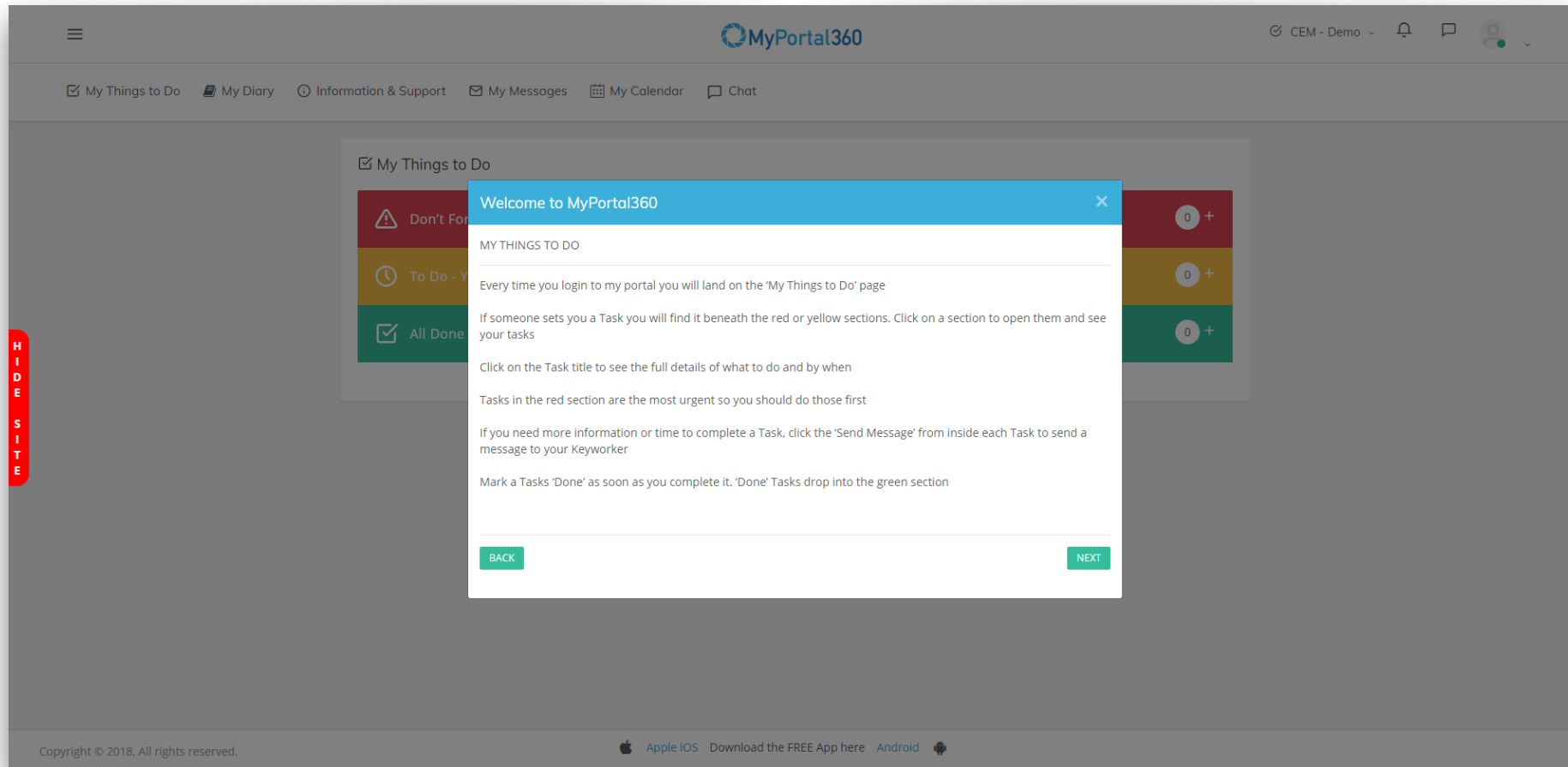


TO GET STARTED DOWNLOAD QUICK START GUIDE

MyPortal360 is an easy to use mobile app that helps you to safely receive and share information with people and professionals who are supporting you such as key workers, support workers or teachers.

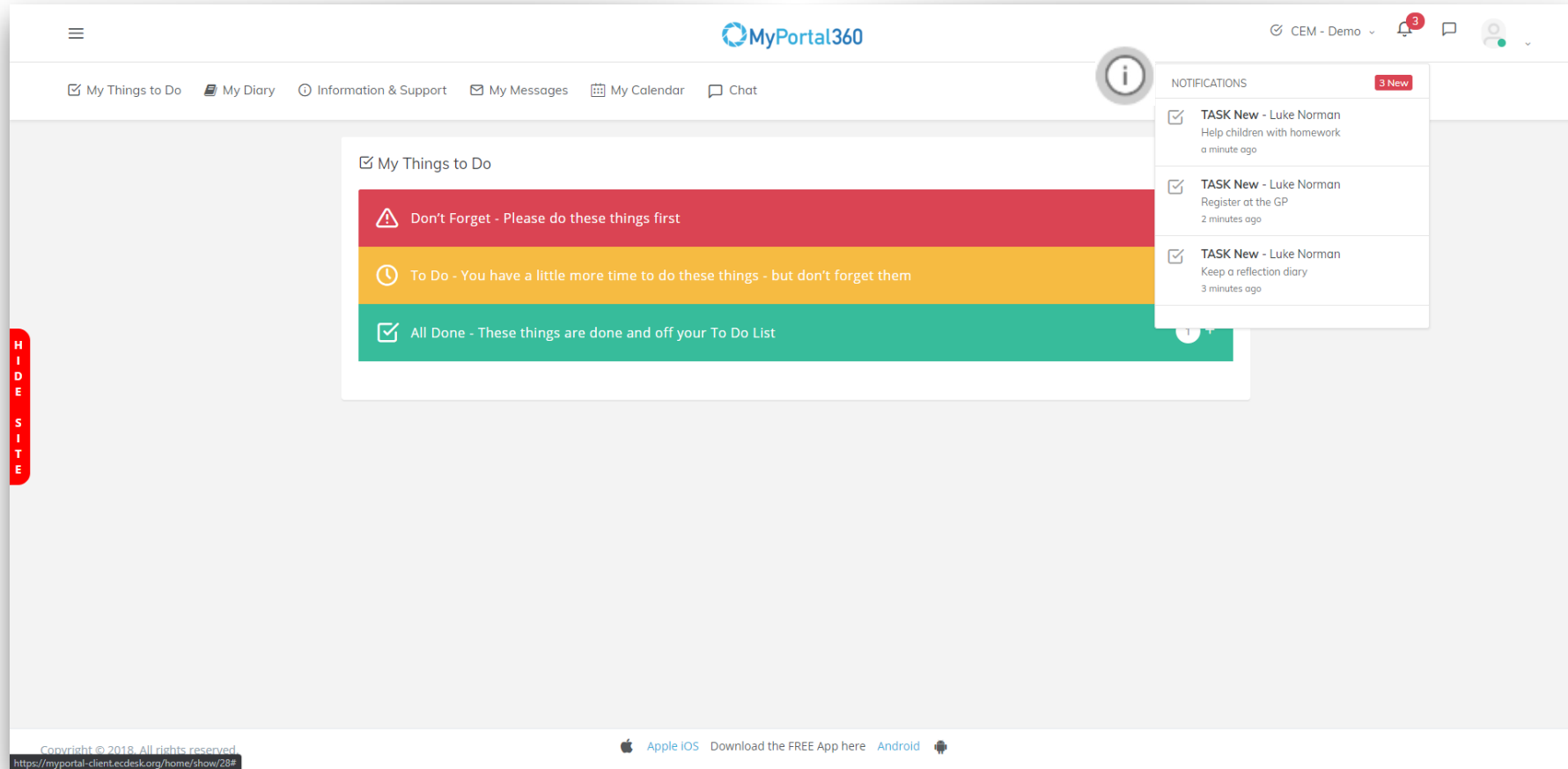
Choose your system to login to:

Tip: You can login from the MyPortal360 support page 'myportal360.org' or by searching '<https://myportal-client.ecdesk.org/login>'.



The very first time you login, you will see a pop-up welcome message. If you **click the green [NEXT] button**, you will be taken through a quick user guide to help understand how the system works

Tip: If you do not click [Do not show this again] then you will continue to see this message when you login



When you login you will land on the '**My Things to Do**' page, here you will be able to see all tasks that you have been set.

The number in the white circle indicates how many tasks are in each section. Tasks will move sections depending on deadlines and status, **click the + to view tasks**.

Tasks are split into 3 sections:

- Don't forget - task due in –48 hours,
- To do - task due in 48+ hours,
- All done - finished.

MyPortal360

CEM - Demo

My Things to Do My Diary Information & Support My Messages My Calendar Chat

My Things to Do

Don't Forget - Please do these things first 0 +

To Do - You have a little more time to do these things - but don't forget them 2 -

| Task Title - click to view or update | Docs | Task due | Set by |
|---|------|------------|-------------|
| Register at the GP | | 03/09/2021 | Luke Norman |
| Keep a reflection diary | | 30/09/2021 | Luke Norman |

« Previous 1 Next »

All Done - These things are done and off your To Do List 1 +

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HIDE SITE

You can see all your tasks in one place, search for tasks by title or deadline, click the task name to view the task in more detail.

Tip: You will receive a notification every time you are set a new task

The screenshot shows the MyPortal360 mobile application interface. At the top, there is a navigation bar with a hamburger menu icon on the left and the MyPortal360 logo on the right. Below the navigation bar, there are several menu items: My Things to Do, My Diary, Information & Support, My Messages, My Calendar, and Chat. The main content area is titled 'My Things to Do' and contains a list of tasks. A red banner at the top of the list says 'Don't Forget - Please do these things first'. Below that, a yellow banner says 'To Do - You have a little more time to do these things - but don't forget them'. A table lists tasks with columns for 'Task Title - click to view or update', 'Docs', 'Task due', and 'Set by'. The tasks listed are 'Register at the GP' (due 03/09/2021) and 'Keep a reflection diary' (due 30/09/2021). At the bottom of the list, a green banner says 'All Done - These things are done and off your To Do List'. A red vertical button on the left side of the screen says 'HIDE SITE'. At the bottom of the screen, there is a copyright notice 'Copyright © 2018. All rights reserved.' and links to download the app for Apple iOS and Android.

Task set by Luke Norman on 31/08/2021 at 11:04



Keep a reflection diary 

Hi,

Please can you use 'My Diary' to keep a record of the positive and negative things that go on each day. You write about what you experienced, what it meant to you and how you have learned from that experience.

Complete By: 30/09/2021 12:00 **Done On:**

Timeline

I'll start this today - I think this will really help me on the days I feel a bit down

Cancel **Send**

See when your task was created, when it's due and what you are required to do at the top of the section. If you are unsure, **you can ask for further information and help by replying** to the task. **Once you feel the task is completed, mark it as complete and send an optional message if you wish – this moves the task to 'All Done'.**

MyPortal360

CEM - Company

My Things to Do My Diary Information & Support My Messages My Calendar Chat

My Diary

[Add a Diary Entry](#)

| Entry Date | Detail | Mood |
|------------|--|------|
| 01/06/2021 | I had a good weekend and there was plenty of sunshine for a change, I'm hoping this weather stays fo more... | 😊 |
| 01/06/2021 | I've slept funny and my back is killing me! | 😓 |
| 28/05/2021 | It's a long bank holiday weekend and the sun has made an appearance | 😊 |
| 28/05/2021 | I've started to watch / be more mindful of what I am eating lately but I'm worried I will ruin my ef more... | 😐 |
| 28/05/2021 | I am really sore from the gym this week, I need to sleep more but it's hard when I have to be up for more... | 😓 |

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Add your own diary entries to talk about what's going on in your life, use the mood selector to include an emoji that best represents how you're feeling. **Add an entry by clicking [Add a Diary Entry].**

MyPortal360

My Things to Do My Diary Information & Support My Messages My Calendar Chat

My Diary

| Entry Date | Detail |
|------------|--|
| 01/06/2021 | I had a good weekend and there was plenty of sunshine for a change, I'm hoping this weather stays fo more... |
| 01/06/2021 | I've slept funny and my back is killing me! |
| 28/05/2021 | It's a long bank holiday weekend and the sun has made an appearance |
| 28/05/2021 | I've started to watch / be more mindful of what I am eating lately but I'm worried I will ruin my ef more... |
| 28/05/2021 | I am really sore from the gym this week. I need to sleep more but it's hard when I have to be up for more... |

How are you feeling? *

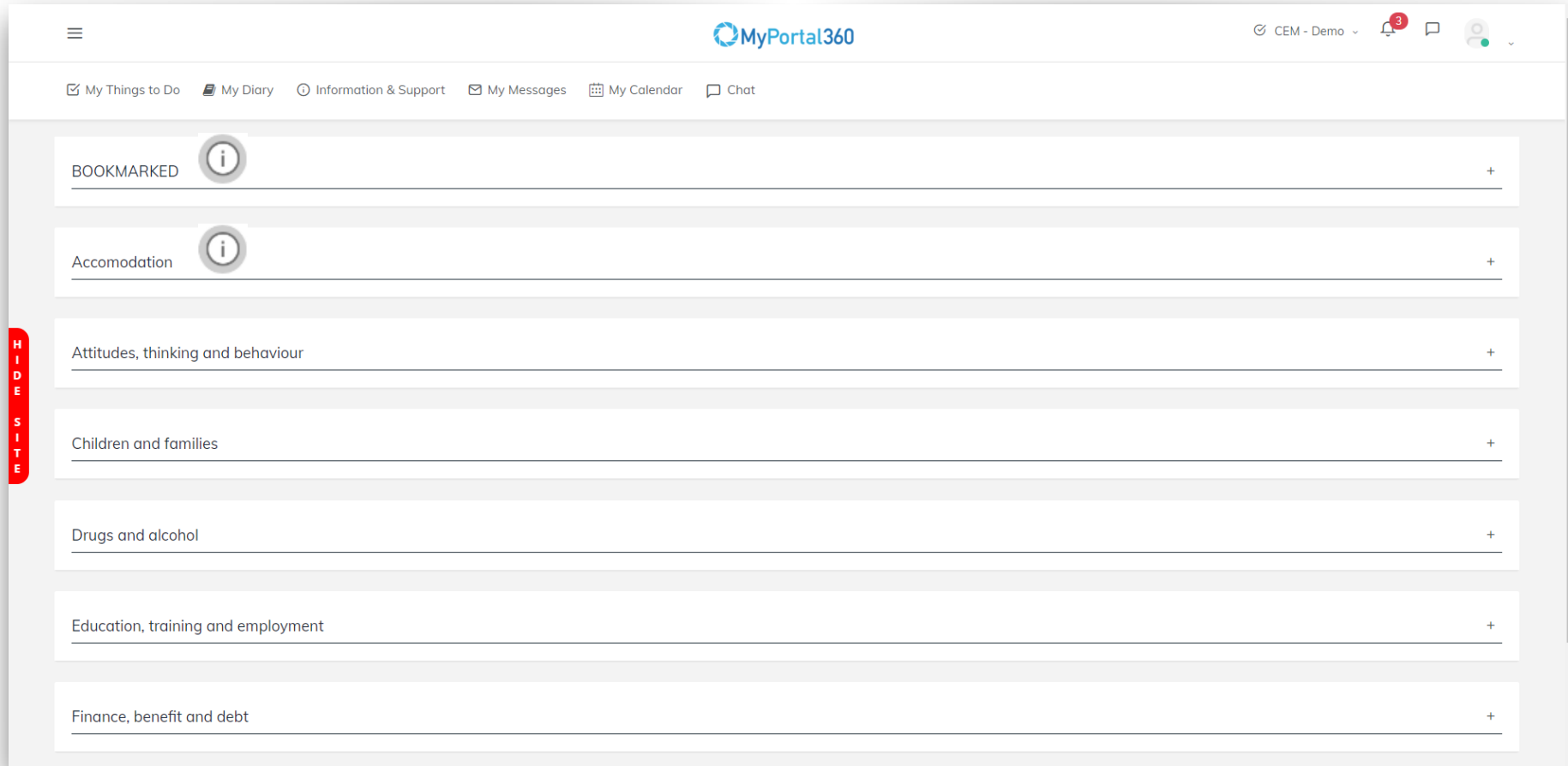
Very Happy OK Angry Depressed
Happy Unhappy Anxious Miserable

What do you want to say? *

Close Submit

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Add an entry by clicking [Add a Diary Entry], select from the emojis how you are feeling then enter what you want to say.



Information & support articles are there to help you. Articles are grouped into categories, click the plus to see the articles within each category, **click the article name to view the article**. You can also like the articles as well as bookmarking them for quicker access next time.

MyPortal360

My Things to Do My Diary Information & Support My Messages My Calendar Chat

BOOKMARKED

Accommodation

Attitudes, thinking and behaviour

Controlling your attitude


Children and families

The importance of strong family ties

Drugs and alcohol

Education, training and employment

Children and families



The importance of strong family ties

Strong and positive family relationships are what we all want but sometimes things can change and this connections fades away with time. It's important to do all you can to keep a positive family relationship.

Positive family relationships help:

- children to feel secure and loved, giving them the confidence they need to explore
- make it easier for your family to solve problem, resolving conflict and respect opinions
- give children the skills they need to build their own relationships

Close


Read articles from the side modal view, **like or bookmark an article**

MyPortal360

CEM - Demo 146

My Things to Do My Diary Information & Support My Messages My Calendar Chat

My Messages

| Date Sent | Title (Search) | Docs | Sent By |
|--------------------|--|------|-------------|
| 30/07/2021 - 09:06 |  Important announcement | | Luke Norman |
| 08/07/2021 - 15:02 | Looking after your mental health while working from home | | Luke Norman |
| 08/07/2021 - 14:58 | Have you had your vaccinations? | | Luke Norman |
| 08/07/2021 - 14:53 | New foodbank opening | | Luke Norman |
| 29/06/2021 - 15:07 | Should I still be working from home? | | Luke Norman |
| 29/06/2021 - 15:03 | Bosses urged to let workers finish early to watch England V Germany | | Luke Norman |
| 28/06/2021 - 15:26 | When will we back back to 'normal'? | | Luke Norman |

Show 10 entries

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You can see all your messages from the 'My Messages' page, you can filter the table by date sent, message title and who sent it. **If you wish to view the message you can by clicking the message title.**

The screenshot displays the MyPortal360 user interface. At the top, there is a navigation bar with a hamburger menu icon on the left and the MyPortal360 logo on the right. Below the navigation bar, there are several menu items: My Things to Do, My Diary, Information & Support, My Messages, My Calendar, and Chat. The main content area is divided into two sections. The left section, titled 'My Messages', contains a table of messages with columns for 'Date Sent' and 'Title (Search)'. The right section, titled 'Message', shows a detailed view of a message sent by Luke Norman on 08/07/2021 at 15:02. The message title is 'Looking after your mental health while working from home'. The message content discusses working from home and mental health. There is an 'Add a Message' button and a feedback bubble that says 'This has been really helpful to know it's not just me' with a timestamp of 31/08/2021 at 11:27 and initials 'FB'. A red vertical bar on the left side of the screenshot contains the text 'HIDE SITE'. At the bottom of the page, there is a footer with copyright information and links to download the app for Apple iOS and Android.

MyPortal360

My Things to Do My Diary Information & Support My Messages My Calendar Chat

My Messages

| Date Sent | Title (Search) |
|--------------------|---|
| 30/07/2021 - 09:06 | Important announcement |
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| 29/06/2021 - 15:03 | Bosses urged to let workers finish early to watch England V Germany |
| 28/06/2021 - 15:26 | When will we back back to 'normal'? |

Show 10 entries

Message sent by Luke Norman on 08/07/2021 at 15:02

Looking after your mental health while working from home

Our working lives have been rather different for some time, especially with most of us working from home. You may be home at but that doesn't mean you have to isolate from your colleagues, keep in daily contact with people.

Remember: we're all experiencing the same emotions whether we show it or not

Add a Message

This has been really helpful to know it's not just me
31/08/2021 at 11:27 FB

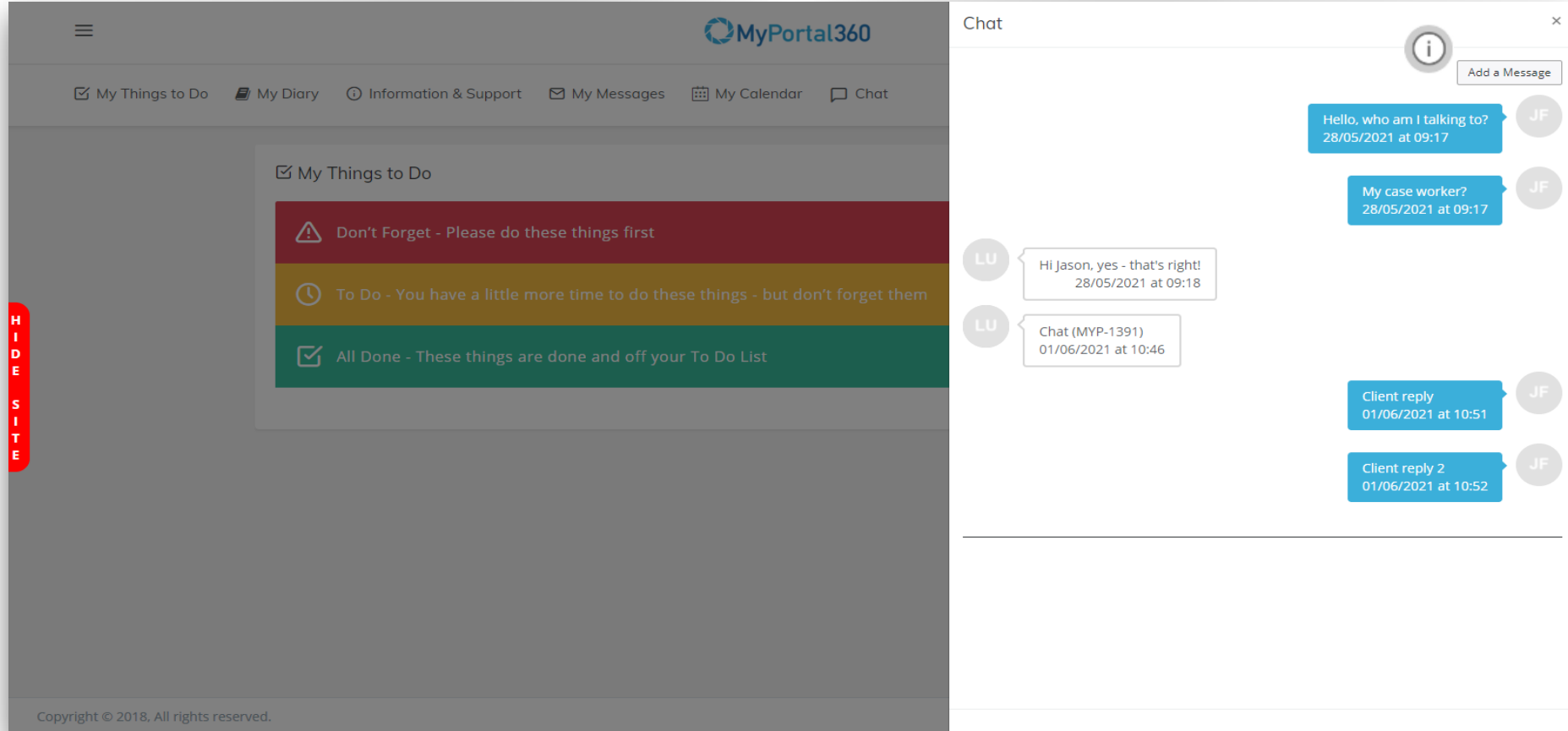
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If you wish to view the message you can by clicking the message title, **you can reply to the message by clicking [Add a Message].**

The screenshot shows the 'My Calendar' section of the MyPortal360 interface. At the top, there is a navigation bar with the MyPortal360 logo, a user profile icon, and a company name 'CEM - Company'. Below this is a menu with options: 'My Things to Do', 'My Diary', 'Information & Support', 'My Messages', 'My Calendar', and 'Chat'. The main calendar area is titled 'June 2021' and includes navigation arrows and a 'Today' dropdown. The calendar grid shows days from Sunday to Saturday. Tasks and events are represented by colored blocks: black for tasks and blue for events. A red 'HIDE SITE' button is located on the left side of the calendar grid.

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--|-------------------------|-------------------------------|--|-----|---------------------------------|-----|
| 30 | 31 | 1 MYP-1391 Careers fair | 2 MYP-1396 MYP-1396 House viewing | 3 | 4 | 5 |
| 6 | 7 MYP-1396 Task test | 8 | 9 | 10 | 11 GP appointment for review | 12 |
| 13 Prepare for property inspecti... | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |

You can view and manage your tasks and events from 'My Calendar', tasks will show in black and tasks in blue. **You can view the content in more detail by clicking the coloured block.** You can change the view and filter your tasks and events by day, week or month.



You can chat with your assigned practitioners by clicking 'Chat', **you can talk to them about things that aren't related to your tasks or messages.**

The screenshot displays the MyPortal360 interface. At the top, there is a navigation bar with the MyPortal360 logo, a user profile icon, and a company name 'CEM - Company'. Below this is a secondary navigation bar with icons for 'My Things to Do', 'My Diary', 'Information & Support', 'My Messages', 'My Calendar', and 'Chat'. The main content area features a 'My Things to Do' section with three colored bars: a red bar for 'Don't Forget - Please do these things first' (0 items), a yellow bar for 'To Do - You have a little more time to do these things - but don't forget them' (1 item), and a green bar for 'All Done - These things are done and off your To Do List' (9 items). On the left side, there is a red vertical button labeled 'HIDE SITE' and an information icon. The footer contains the text 'Copyright © 2018. All rights reserved.'

Keep your tasks, messages, events and diary secure and hidden from others. **Clicking 'Hide Site' will log you out of MyPortal360 and open a new tab.**